



MARYLAND Department of Health

Larry Hogan, Governor · Boyd K. Rutherford, Lt. Governor · Robert R. Neall, Secretary

Office of Procurement and Support Services

Dana Dembrow, Director

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Multi-Step Invitation for Bid (MS-IFB) RESOLICITING FOR CODING AND DATA ENTRY SERVICES MDH/OPASS #20-18679/eMMA Project ID# BPM019316

Addendum #3 Issued: May 13, 2020

All persons who are known by the Issuing Office to have received the above-mentioned MS-IFB are hereby advised of the following revisions to the MS-IFB:

Revisions to MS-IFB are as follows:

1. **Section 4.5.6** Bids may be submitted by email.
2. **Section 4.25.5** The following transactions related to this procurement and any Contract awarded pursuant to it are **not authorized** to be conducted by electronic means:
 - A. Filing of bid protests;
 - B. Filing of Contract claims;
 - C. Submission of documents determined by the Department to require original signatures (e.g., Contract execution, Contract modifications); or
 - D. Any transaction, submission, or communication where the Procurement Officer has specifically directed that a response from the Contractor or Bidder be provided in writing or hard copy.

3. Section 5.3 Labeling

Each Bidder is required to label the sealed Bid with the MS-IFB title and number as appropriate. Affix the following to the outside of the sealed Technical Test File label bearing:

- o MS-IFB title and MDH OPASS number,
- o Name and address of Bidder,
- o Closing date and time of receipt of Bids
- o Include name, email address and telephone number of a contact person

4. **Section 5.5.5** Completed Required Attachments. Submit three (3) copies of each with electronic signatures:
 - 1) Completed Bid Form (Attachment B).
 - 2) Completed Bid Affidavit (Attachment C).
 - 3) Completed Maryland Living Wage Requirements Affidavit of Agreement (Attachment F-1).

5. **Section 5.5.6** Additional Document *If Required. Submit three (3) copies of each with electronic signatures, if required. *See appropriate MS-IFB section to determine whether the document is required for this procurement.
 - 1) A Signed Statement from the Bidder's Parent Organization Guaranteeing Performance of the Bidder. *see MS-IFB section 4.16
 - 2) Completed MDOT Certified MBE Utilization and Fair Solicitation Affidavit (Attachment D-1A) *see MS-IFB section 4.26
 - 3) Completed Federal Funds Attachment (Attachment G) *see MS-IFB section 4.29
 - 4) Completed Conflict of Interest Affidavit and Disclosure (Attachment H) *see MS-IFB section 4.30
 - 5) Completed Mercury Affidavit (Attachment K) *see MS-IFB section 4.34
 - 6) Completed Veteran-Owned Small Business Enterprise (VSBE) Utilization Affidavit and Prime/Subcontractor Participation Schedule (Attachment E-1) *see MS-IFB section 4.27
 - 7) Completed Location of the Performance of Services Disclosure (Attachment L) *see MS-IFB section 4.35.

All other terms and conditions remain unchanged.

This Addendum is issued under the authority of State Procurement Regulations, COMAR 21.05.02.08 and with the approval of the Procurement Officer MDH.

May 13, 2020
Date

Dana Dembrow
Dana Dembrow
Procurement Officer, OPASS

ADDENDUM # 3 ACKNOWLEDGEMENT OF RECEIPT FORM

I acknowledge receipt of Addendum #3 to MS-IFB MDH/OPASS #20-18679
“RESOLICITING FOR CODING AND DATA ENTRY SERVICES” dated May 13, 2020.

Vendor’s Name

Authorized Signatory – (Print/Type)

Signature

Date

To be submitted with Offeror’s bid response.

ADDENDUM # 3